

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
January 15, 2013

A regular meeting of the vestry of St. James's Episcopal Church was held on January 15, 2013, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mrs. Kendal Sibley, Mrs. Britt Van Deusen, and Mr. Stephen Watts. Dr. Jan Harris and Mr. Monty McFadden were absent. Also attending were the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffée, Mrs. Anita Lisk, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, and Mr. Chip Woodson. Mrs. Moore served as chairman, with Mrs. Lisk serving as secretary.

The meeting opened at 5:00 p.m. with a prayer offered by Ms. Germino. A motion was made to adopt the agenda, which was seconded and unanimously approved.

COMMENTS & CONCERNS

Dr. Harris asked Mrs. Moore to confirm her correct email address for the other members of the Vestry.

FINANCIAL REPORTS

2012 Year End Review

Mr. Jennings reported a shortfall in revenues and, though expenses were curbed, it was not enough to balance the budget at the end of the year. Mrs. Moore said that the funding offered by the Endowment had not been requested and she will request a partial amount of that in order to eliminate the year-end deficit.

2013 Operating Budget

Mr. Woodson distributed the Stewardship report, which indicated that pledges were behind last year, with 570 pledges made for a total of \$1,783,457. Mr. Woodson said that he did not anticipate reaching the strategic plan goal of adding \$100,000 in pledges each year; however, still expects to receive a greater amount in pledge receivables than was made in 2012. Mr. Woodson circulated a list of people who had pledged in the past but had not yet pledged for 2013 and requested that members of the Vestry select people to call to ask about their intentions for 2013. Mr. Woodson stressed that pledge information remain confidential.

Mrs. Moore said that the 2013 budget income relies heavily on pledge revenue and that, while the Finance and Executive committees have been working diligently on the budget, what is presented at this meeting is a work in progress and not yet balanced. The committee will continue to work to create a balanced budget to be presented at the February meeting, but it is evident that anticipated budget income will not support fully the funding requested by the various departments and programs.

Mrs. Moore reported that she intends to ask the Endowment Fund Board to fund Capital Items requested, which is more appropriately funded outside the operating budget. The Endowment Fund typically does not provide funds for the operating budget, but the Board had offered to supplement the budget in the first three years of operating the Michaux House, anticipating that it would take some time for the budget to grow enough to support the expansion of the church's facilities.

Mr. Hetzer expressed concern and regret that the staff salaries were flat, noting that the staff has had only one salary increase in the last five years. Others agreed. Mr. Hetzer and Ms. Rogers both said that it may be helpful to generate pledges if the parish knew about funding concerns, particularly regarding staff salaries. Mr. Woodson noted that St. James's approach to stewardship is that pledging is about the ministries rather than a need to create a budget.

Mr. Acey remarked that the Outreach committee, along with other committees, has a Strategic Plan goal of increasing funding each year; however, reductions may need to be made and priorities may have to be re-evaluated if the funding is not available.

Mr. Jennings reported that the end-of-year cash position is good and the amount transferred from the cash reserves has been repaid.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Call & Welcome

Ms. Herington reported that the next newcomers' Meet & Greet will be in February.

Hospitality

Mrs. Bowles reported that the Hospitality committee will provide a reception for the upcoming Martin Luther King Evensong.

Music

Mrs. Whitmire and Mr. Hetzer encouraged the Vestry to attend the MLK Evensong.

STUDY COMMISSION

Mrs. Sibley distributed a written report.

SERVICE COMMISSION

Missions

Mr. Hetzer reminded the Vestry that the annual Mardi Gras for Missions fundraiser is scheduled for February 12 and lots of volunteers are needed.

The Missions committee is working well and the mission trips scheduled for February, March, and April are all set.

EMM

Ms. Germino reminded the Vestry that the Ministry Fair is scheduled for the forum on March 3.

FOUNDATION COMMISSION

Buildings & Grounds

Mr. Watts reported that he is currently working out issues with AT&T regarding their personnel when in the chimes/organ area in the steeple.

Fan the Flame

Mr. Watts submitted the Commission's recommendations regarding the allocation of any funds from the proceeds of the Fan the Flame campaign, as follows:

- 1) Repay the church \$28,998, which was advanced by the church to pay for initial architectural designs;
- 2) Transfer \$15,000 to the Capital Reserve Fund;
- 3) Transfer all remaining proceeds, including the remaining current cash balance (both non-escrowed and escrowed when released) and all proceeds received from outstanding pledges, to a new Sound System Reserve Fund budgetary line item to be applied toward the acquisition of a new sound system for the sanctuary;
- 4) Use any proceeds that come in (if any) after the sound system has been replaced first to repay any loan that may have been acquired to pay for the sound system, and then to increase the Capital Reserve Fund.

Mr. Watts moved to adopt the Commission's recommendations and take action, as needed. The motion was seconded and unanimously approved.

Planned Giving

Ms. Rogers reported that the Planned Giving committee is working with the Centennial committee, chaired by Cathy McGehee. A motion was made to approve the committee's soliciting funds for the Endowment in honor of St. James's 100th anniversary of the building on W. Franklin Street. The motion was seconded and unanimously approved. Solicitations of "Cornerstone gifts" will occur until the centennial celebration planned for June. A gift of \$200,000 has just been received for this effort. Mr. Woodson reported that over \$500,000 has been contributed to the Endowment Fund since the adoption of the 2010 Strategic Plan.

Mr. Hollerith will lead the forum on February 3 and speak more about the history of the church and the centennial campaign.

Communications

Mrs. Van Deusen reported that Mr. Russell Lawson has been hired for the Director of Communications position. Mrs. Van Deusen, Mr. Casler, and Mrs. Moore served on the search committee along with Mr. Hollerith and Mr. Chris Moore.

LIAISONS

Episcopal Church Women

Ms. Rogers reported that the Mrs. Ruth Cunningham will speak about flower arranging at the next ECW lecture series event.

Children's Center

Mr. Lantz reported that the recently hired bookkeeper resigned and the Center is currently outsourcing that work. The Children's Center board is working on a timeline for the search for an Executive Director.

SENIOR WARDEN'S REPORT

Mrs. Moore reported that the Nominating committee will be considering over 40 nominations for the six Vestry positions.

Mrs. Moore encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda.

The service attendance report for December was distributed.

There being no further business the meeting was adjourned at 6:40 p.m.

Anita Lisk
Clerk

Approved:

Dena Moore
Senior Warden